**CALIFORNIA-NEVADA-HAWAII DISTRICT OF CIRCLE K INTERNATIONAL**

**2018-2019 DISTRICT CHAIR APPLICATION**

Dear District Chair Applicant,

Thank you for expressing interest and taking time to apply to be part of the 2018-2019 California-Nevada-Hawai’i Circle K District Board! The District is able to create many membership programs and large-scale events due to our District Chairs, and we cannot wait to see the passion and dedication that you have for this organization. Make sure to read this entire application thoroughly and complete any prompts to the best of your abilities. Each application will be reviewed with detail in a professional manner, and the appointments made will be based on who is believed to fit the needs and goals of our District and the 2018-2019 District Board. If you have any questions about the application process, please contact any District Board Officers! Thank you again for your interest and good luck to all the applicants!

**Application Process**

1. Application Process: **Wednesday, August 14th, 2018 – Sunday, August 20th, 2018.**
2. Applications must be submitted by **Monday, August 20th, 2018 @ 10:00 PM PDT/7:00 PM HST** to CNH District Governor Manuel Santiago([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)).
3. Interviews and reference checks will take place between **Tuesday, August 21st 2018 – Thursday, August 22nd , 2018.**
4. Appointments will be made by **Friday, August 24th, 2018.**

Once again, thank you and good luck to all the applicants and we are looking forward to seeing what you have to bring to our clubs and members for a terrific year of service, leadership, and fellowship!

**SECTION 1: RESPONSIBILITIES:**

1. These positions serve as ex-officio members of the board and work with the elected officers to promote growth and advancement to the Circle K program in the California, Nevada and Hawaii District.
2. Chairs do not have a vote during District Board meetings.

If selected, the District Chair must complete an Agreement to Serve contract, be a member in good standing, and be enrolled at least half time during the 2018-2019 term. The following is a list of minimum responsibilities expected of each standing committee chairs. **Please check the box next to each responsibility** (double click on the box to check it).

In doing so, you signify an understanding of the responsibility:

As requested, attend and actively participate in all District Board meetings throughout the year.

Remain in constant communication by reporting activities and progress to the District board and with designated Kiwanis Adviser.

Hold committee meetings at least monthly (these can be virtual meetings) and report meeting minutes to the Governor and your adviser.

Be willing to help with tasks that are not directly related to the chairperson’s position, but do so to assist your fellow constituents of the District Board and Clubs.

**SECTION 2: DESCRIPTIONS & EXPECTATIONS**

By becoming a District Chair, you will be working with a team of Circle K members whose goal will be to improve the California-Nevada, Hawaii District. Most importantly, the chair will be a role model for the District membership. It is expected that each chair will participate in District events and assist the District Board in any and all ways possible. The following is a list of minimum duties for each position. Appointed chairs will be encouraged to expand their role as the year progresses, by bringing forward **new, creative,** and **innovative** ideas.

Individuals considering an appointment must be able to fully participate in District sponsored training, board meetings, and all District events, unless the Governor and/or the District Administrator excuses them. They should have a reliable means of transportation and communication (e-mail, phone, cell phone, etc.).

The following are upcoming 2018-2019 events that will require board participation:

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| --- | --- |
| **October 6th & 20th** | Crazy Kompetition for Infants North/South |
| **November 2nd – 4th** | Fall Training Conference and Board Meeting at Old Oak Ranch in Sonora, CA |
| **January 2019** | Winter District Board Meeting at the Kiwanis District Office, Rancho Cucamonga, CA |
| **March 22-24** | Circle K District Convention in Riverside, CA |
| **2018-2019** | All District-sponsored service and/or fundraising events |

**The following is a description of the District Convention Chair position on the District Board:**

1. **District Convention Chair**

* Responsibilities include all aspects of the planning and coordination of the 2019 District Convention in Riverside, CA, including: entertainment, program, workshops, decorations, honors reception and all other aspects of District Convention
* Provide progressive updates to club officers throughout the course of the year in regards to event deadlines and registration guides.
* It is preferred but not required that the applicant have prior experience in the planning process of a large-scale event such as Fall Training Conference and/or District Convention and that the applicant be from a club located in Southern-half of the California-Nevada-Hawaii District

**IN ORDER TO APPLY, YOU MUST MEET THE FOLLOWING REQUIREMENTS:**

1. Be a dues-paid member of a club in good standing.
2. Be enrolled at least half-time in an institution of education during the 2018-2019 term.
3. Fill out this application form completely.

**SECTION 3: CONTACT INFORMATION (\*required)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name\*** | Click here to enter text. | **Phone #1\*** | Click here to enter text. |
| **School\*** | Click here to enter text. | **Phone #2** | Click here to enter text. |
| **Division\*** | Click here to enter text. | **Email\*** | Click here to enter text. |
| **Address\*** | Click here to enter text. | **Skype SN** | Click here to enter text. |
| Click here to enter text. |
| **Preferred Method of Contact\*** | Click here to enter text. | | |

**SECTION 4: GENERAL STATEMENTS**

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| **Please provide a brief response to the following questions:** |
| **Describe your involvement in Circle K and how it qualifies you for the position which you are seeking.** |
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| **Why do you want this position and what do you think is the most important aspect of this position?** |
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| **What other commitments do you have in addition to Circle K, and how will you address the possibilities of the interference with this position’s duties?** |
|  |
| **As a District Board Officer, you will be working with a team of various individuals with different personalities, how would you describe your leadership style and what can you contribute to the team?** |
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|  |  |
| --- | --- |
| **Finally, please complete the prompt below that pertains to your position. Please feel free to use as much space as needed:** | |
| **Position:** | District Convention |
| Click here to enter text. | |

**SECTION 5: POSITION STATEMENTS PROMPT**

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| **District Convention** |
| 1. What does DCON mean to you? Describe your DCON experience(s). 2. What do you believe went well during District Convention 2018? What issues did you notices throughout the event, and how would you work to prevent them from happening? 3. What is the most important thing to you when it comes to event planning? 4. What would you do to make this coming DCON unique and one of a kind? Please elaborate on as many innovative ideas you would like to implement as possible. |

**SECTION 6: REFERENCES**

|  |  |
| --- | --- |
| **You may provide up to 3 references to further support your application, as you feel necessary. Please include their Full Name, Relationship/Position, Phone Number, and e-mail address. We will also be looking into other references if needed as well.** | |
| NAME | RELATIONSHIP/POSITIONS  PHONE NUMBER  E-MAIL ADDRESS |
| NAME | RELATIONSHIP/ POSITIONS  PHONE NUMBER  E-MAIL ADDRESS |
| NAME | RELATIONSHIP/ POSITIONS  PHONE NUMBER  E-MAIL ADDRESS |

**SECTION 8: INTERVIEW TIME AVAILABILITY**

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| --- | --- |
| **All applicants must schedule a 20-30 minute phone interview. Please indicate ALL times at which you will be available from 10:00AM – 10:00PM. You will receive a phone call or text regarding your interview time.** | |
| Tuesday, 8/21 | Click here to enter text. |
| Wednesday, 8/22 | Click here to enter text. |

**SECTION 9: SUBMISSION & CERTIFICATION**

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| **Thank you for completing the 2018-2019 California-Nevada-Hawai’i Circle K District Chair Application! Please remember to e-mail this to** [**governor@cnhcirclek.org**](mailto:governor@cnhcirclek.org) **and fill out the boxes below.** | | | |
| E-Signature (Print Name) |  | Date |  |

**Please complete this application and submit it to the CNH Circle K Governor**

**By e-mail at:** [**governor@cnhcirclek.org**](mailto:governor@cnhcirclek.org)

**Please make sure that the e-mail subject line and name of application is “ChairApp\_Name”. (For example, “DistrictConvention\_ManuelSantiago”)**

**All applications are to be RECEIVED by:**

**Monday, August 20th, 2018 by 10:00 PM PST/7:00 PM HST.**

**Thank you for your interest in becoming a part of the**

**2018-2019 California-Nevada-Hawai’i Circle K District Board.**

**This concludes the California-Nevada-Hawai’i Circle K District Chair Application.**